**PLC Teacher Leader Initial Checklist**

(all forms, notebook sheets, etc, will be posted to the Wiki when you return from fall break…I hope)

\_\_\_\_1. Attend one orientation meeting

\_\_\_\_2. Have you spoken with your Principal and do you have their support?

\_\_\_\_3. By October 21st, choose wisely ☺ 2, 3, or 4 participant teachers

\_\_\_\_4. Get contact information from PTs…see sheets in notebook

\_\_\_\_5. Send participant names and contact info to Lindy by October 21st.

\_\_\_\_6. Set up first meeting with your PLC the first week of November

\_\_\_\_7. Give notebooks to your PTs (I will mail or bring to you)

\_\_\_\_8. Have PTs complete **Substitute W-9** and

\_\_\_\_\_\_**Commitment Intent** form and

\_\_\_\_9. Please mail to Lindy (I will send these to you with a return envelope)

\_\_\_\_10. Have fun with this, learn a lot, make new friends, discover and hone your leadership skills, and contact us if you have any questions ☺